QUALITY TEAMS
UNIFORMS & WORKWEAR | TROPHIES & AWARDS | PROMOTIONAL PRODUCTS
MADE EASY.

Artwork Requirements Sheet

The right logo file gives a sharp, clean finish on every product. Use page 1 as a guide to what to send, then fill in the artwork brief on page 2 and send it with your logo files and quote request.

1 Which file should I send?

BEST

Vector files

AI · EPS · SVG · PDF (vector)

Built from shapes, not pixels, so they stay sharp at any size. Ideal for embroidery, printing and engraving. Ask your designer for “the original vector file”.

USABLE

High-resolution images

Large PNG · large JPG

Can work for printing at the right size. Send the original, largest version. May need redrawing for embroidery or engraving.

AVOID

Low-quality copies

Screenshots · website or email images · logos pasted into Word

Usually too small or blurry to reproduce cleanly. Compressed copies lose detail and colour accuracy.

2 Colours

Colours look different on screen, on thread, on fabric and on metal. If you have brand colour codes, include them — Pantone (PMS) is most accurate, then CMYK or hex. For embroidery we match your colours to the closest available thread colours. Engraving is usually a single tone set by the material.

3 Size, placement and detail

Embroidery	Fine lines and very small text may need simplifying. Best for left chest, sleeves and cap fronts.
Printing	Handles fine detail and large designs, including full back prints.
Engraving	Works best with a clean, one-colour version of your logo. Detail is limited by plate size.
Small items	Pens, keyrings and badges have small print areas — a simplified logo reads more clearly.

4 What happens next

1 Send your files
Attach your logo to your quote request or email it to us.

2 We check them
We’ll let you know if anything needs setting up or redrawing.

3 You approve a proof
Check logo, colours, size and placement before production.

Quick file checklist

- Send the original file, not a copy saved from a website or email
- Include each version you use — full colour, one colour, white
- Send logos as attachments, not pasted into a document
- Tell us your brand colour codes if you have them

QUALITY TEAMS
UNIFORMS & WORKWEAR | TROPHIES & AWARDS | PROMOTIONAL PRODUCTS
MADE EASY.

Artwork Requirements Sheet

5 Artwork brief

Fill this in and send it with your files

ORGANISATION

CONTACT NAME

EMAIL

PHONE

LOGO FILES ATTACHED

- ☐ Vector file (AI, EPS, SVG, PDF)
- ☐ High-resolution PNG or JPG
- ☐ Already on file with Quality Teams
- ☐ I need help with artwork

BRAND COLOUR 1 (PMS / CMYK / HEX)

BRAND COLOUR 2

BRAND COLOUR 3

6 Items and placements

One row per item and logo position

#	Item	Colour of item	Placement	Approx. size	Method	Logo version
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						
11						
12						
13						
14						

Placement examples: left chest, back, sleeve, cap front, plate. Method: embroidery, printing, engraving or “advise me”.

ANYTHING ELSE WE SHOULD KNOW (E.G. TEXT TO AVOID, COLOURS NOT TO USE, MATCHING AN EXISTING UNIFORM)

7 Proof approval

- ☐ I’ll check the proof for spelling, colours, size and placement
- ☐ I understand production starts once the proof is approved